

December 21, 2004

REQUEST FOR QUALIFICATIONS

You are invited to submit a Statement of Qualifications to provide professional services to the CALFED Bay-Delta Program and the Suisun Marsh Charter Group Principals. We are requesting qualifications for two positions: 1) A Science Advisor for the Suisun Marsh Charter Group (Attachment 1), and 2) Members for a Technical Science Workgroup to support the Science Advisor and the work of the Suisun Marsh Charter Group (Attachment 2). You may submit a statement for either or both positions.

The Association of Bay Area Governments (ABAG) and the San Francisco Estuary Project (SFEP) provide fiscal, contract management and administrative services to the CALFED Bay-Delta Program. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

I. Background

The SFEP was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. Representatives from the public, all levels of government, and elected officials from all twelve Bay-Delta counties, are working together to implement the Comprehensive Conservation and Management Plan. The plan recommends specific corrective actions, monitoring programs and research goals aimed at resolving the Estuary's most critical problems. ABAG serves as the fiscal agent for the Estuary Project.

CALFED refers to the consortium of state and federal agencies described by Water Code Section 78501, also those additional agencies described in the CALFED Bay-Delta Program Programmatic Record of Decision dated August 28, 2000, that will participate in implementing the CALFED programmatic plan. The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta system. The Estuary Project's ecosystem goals and science needs overlap and are compatible with CALFED's goals. Under contract to CALFED the SFEP/ABAG provide institutional support for multi-agency planning, environmental and scientific projects in one of the regions within CALFED's solution area.

II. Services Required

The Contractor shall perform all aspects of the required work as described in the Statement of Work Suisun Science Advisor (Attachment 1) and/or Statement of Work Suisun Science Workgroup (Attachment 2). Contractor will coordinate with SFEP, ABAG, CALFED program staff and the Suisun Marsh Charter Group.

III. Compensation

The Contractor must be an independent, self-employed contractor. No benefits are provided. All services will be paid for on an hourly basis with other direct costs to be billed on an as expended basis. Contractor is responsible for payment of applicable state and federal taxes. Up to \$60,000 is available for services through May 2005.

IV. Time Frame

This solicitation is for part-time work on an as-needed basis. The term of the initial contract would be for 5 months but additional service could extend up to three years depending on available funding.

V. Pre-qualified List

Based on the quantified numerical scores of submittals made in response to this request and the numerical rating of contractors invited to interview, SFEP will maintain a pre-qualified list of finalists in order of their ranking. At such time as work is required for CALFED, a contract for that work would be negotiated with the highest scoring finalist. If that finalist is not available due to time constraints, etc. or we are unable to reach agreement on a reasonable cost, we would proceed to negotiate with the second ranking finalist and so on. If there is more work available than one contractor could reasonably accomplish, we would negotiate with the subsequent finalists in order of their ranking on the list.

VI. Selection Procedure

Every submittal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) Relevant Qualifications and Experience - The Contractor will be evaluated based on the level of experience and background in performance of similar projects/programs.
- 2) Educational and Professional Background- The Contractor must possess the educational requirements listed in the Statement of Work.
- 3) Submittal - The Contractor will be evaluated based on the adequacy of the submittal to respond to the goals and objectives of this Request for Qualifications (RFQ). Statements must respond to all the requirements of the RFQ, and must include all information specifically required in all sections of the RFQ.

Highest ranking candidates may be invited to an interview at the California Bay Delta Authority, 650 Capitol Mall, 5th Floor, Sacramento, CA 95814, at their own expense.

The Suisun Marsh Charter Group Principals may invite highly qualified candidates to make a presentation of their research interests to the group and to engage in a structured dialogue with the Principals with respect to the advisor's role and duties, at their own expense January 27, 2005. Each candidate would be allowed a 30 minute presentation, with 10 minutes for questions, followed by 20 minutes of discussion of roles and expectations. The presentation on this date would be a mandatory obligation for any successful candidate.

The responsible Contractor whose Statement of Qualifications is most advantageous to ABAG, SFEP, the Suisun Marsh Charter Group, evaluation factors, costs, and other factors, considered will be awarded first place on the pre-qualified list. Our objective is to obtain the highest qualified candidate to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This RFQ does not commit ABAG to award a contract. Applications will only be considered for the Pre-Qualified List at this time. When services are required, a contract will be negotiated. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds.

Award of a contract may not be made to any Contractor unless an agreement can be secured for all general and special contract provisions.

VII. What to Submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

1) Transmittal Letter - Normal transmittal letter, covering highlights and unique features of your qualifications. Any special terms and conditions related to this request should also be summarized in this portion of the statement. Letter should include your office address.

Length: **One (1) page maximum.**

2) Statement of Qualifications - Provide a definitive statement of qualifications allowing the candidate to accomplish the requirements as stated in this RFQ. This must describe in detail the procedures and methods that will be used to achieve the stated needs outlined in the Statement of Work, preferably drawing on past experience/work conducted by the applicant.

Length: **Four (4) pages maximum.**

3) Relevant Experiences - Provide a summary of relevant experience over the last 5 years.

Length: **Two (2) page maximum.**

4) Educational and Professional Background - Provide a summary of educational background, including degrees. Also include special professional and/or project experience.

Length: **Three (3) pages maximum.**

5) List of Client References - Provide a list of clients to be used as references

for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, \$ 35,000).

Length: **One (1) page maximum.**

6) Standard Billing Information - Provide billing rates for relevant personnel and any subcontractors, including overhead.

Length: **One (1) page maximum.**

We require two (2) hard copies and an electronic submittal of your statement package. **Statements are due in the Estuary Project offices no later than Thursday, January 20, 2005 at the close of business, 5: 00 P.M.**

Questions may be directed to Marcia Brockbank at (510) 622-2325; fax (510) 622-2501;

e-mail: mbrockbank@waterboards.ca.gov.

VIII. Where to Submit Application

If mailed, address to:

Marcia Brockbank
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413

If hand delivered:

Marcia Brockbank
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413

Electronic copy must be sent to mbrockbank@waterboards.ca.gov

(Receipt in our office must be by the deadline stated regardless of postmark.)

Attachment 1 - Statement of Work-Suisun Marsh Science Advisor

Background:

Federal and State agencies have formed a Suisun Marsh Charter Group (SMCG) which is preparing a joint Programmatic Environmental Impact Statement/Environmental Impact Report (PEIS/R) to develop and analyze a regional plan for the Suisun Marsh that will outline actions necessary to preserve and enhance managed seasonal wetlands, implement a comprehensive levee protection/improvement program, and protect ecosystem and drinking water quality, while restoring tidal marsh habitat, consistent with the California Bay-Delta Program's strategic goals and objectives. The Suisun Marsh Implementation Plan (Plan) would be developed to balance the goals and objectives of the Bay-Delta Program, Suisun Marsh Preservation Agreement, and other management and restoration programs within the Suisun Marsh in a manner that is responsive to the concerns of all stakeholders.

In order to establish the scientific foundation and ensure the incorporation of scientific expertise and independent peer review into development of the Suisun Marsh Implementation Plan (Plan) and the Programmatic Environmental Impact Statement/Environmental Impact Report (PEIS/EIR) for the Plan, subsequent implementation of the selected alternative, and future modifications of the Plan, the Science Advisor will be recruited to work with Suisun Marsh agency managers and staff to ensure the application of good scientific practices in all phases of the Suisun Marsh Implementation Plan's development.

Specific Duties

Specific duties of the Science Advisor will include:

- Advise Suisun Marsh Charter agencies on the application of scientific practices in the Suisun Marsh Implementation Plan's development.
- Act as a liaison among scientists, Principals Agency staff, and CALFED's Ecosystem Restoration Program (ERP) Science Board.
- Direct the work of the Suisun Marsh Technical Workgroup in reviewing science components of the Plan, including goals and objectives, conceptual models and scientific basis of alternatives.
- Advise the Writing Group, Conceptual Modeling Group, and the Principals as needed on the Plan's development.
- The Science Advisor will assist the Writing Group and Principals in working with the Science Program and ERP to develop performance measures and develop recommendations for a region-specific monitoring plan, and ensuring the Implementation Plan describes an effective process for "closing the loop" on adaptive management.

The science advisor will emphasize the role of science needed to inform decision-making by the Charter Principals. Examples of such information could include identification of best science available, identifying differences in the

scientific community on related issues and identifying and prioritizing data gaps and data sources.

Qualifications

The advisor will possess these qualifications:

- Have undertaken substantial scientific research work in a field related to Suisun Marsh and its management, including a record of publication in peer reviewed scientific literature.
- Have sufficient time, interest, stature, and breadth to be effective.

Specific education, expertise and experience required for this position include the following.

Education:

- PhD in one of the following or related fields: (Biology, Ecology, Geomorphology, Resource/Wildlife Management, Resource Economics, Aquatic Toxicology, Conservation Biology)

Expertise:

- Expertise with tidal wetlands, managed wetlands, ecological processes, and estuarine productivity
- Expertise in hydrologic conditions, sediment transport, and salinity regime of estuaries
- Expertise of Endangered and Threatened species
- Expertise in wildlife, aquatic, and botanical species
- Expertise in invasive species
- Expertise in soil conditions of brackish marsh estuaries
- Expertise in vegetation composition of tidal wetlands, including threatened and endangered species

Experience:

- Experience integrating numerous disciplines into a comprehensive systems approach for the planning, design, implementation, and monitoring of wetland assessment and restoration projects
- Experience in leadership role in the design, evaluation, and strategic planning of wetland restoration projects, including facilitating information exchange between the research and agency communities.
- Experience working across disciplines (interdisciplinary knowledge of Bay-Delta physical processes and wetlands ecology)
- Experience providing balanced and objective scientific critiques and a demonstrated ability to distinguish between scientific advice and policy recommendations. (Independence from the agencies that manage and fund wetland restoration and environmental protection (USFWS, USEPA, DFG) and the stakeholders in the water management and environmental protection.)
- Experience providing written and oral reports, making presentations at conferences workshops, and publishing in scientific journals

- Experience with restoration project development, implementation, and monitoring
- Experience in the design and implementation of wetland restoration
- Experience with project monitoring design and assessment
- Experience with field study of tidal wetlands and managed wetlands
- Experience working with modeling efforts for hydrologic, hydraulic, and geomorphic processes in natural marshes
- Experience working on tidal and non-tidal wetland projects throughout California and the Pacific, ranging in size from less than one acre to several thousand acres and preferably work in the Suisun Marsh
- Experience working with agency staff as evidenced by continued and ongoing relationships with the restoration community
- Recognized record of publication in the peer reviewed scientific literature in the area of expertise requested.

In addition, the candidate should demonstrate knowledge of the following.

- Knowledge of CALFED Bay-Delta Program, CALFED Science Program, CALFED Ecosystem Restoration Program, and California Bay-Delta Authority
- Knowledge of CEQA/NEPA
- Knowledge concerning wetlands restoration and monitoring in the San Francisco Sacramento San Joaquin Bay-Delta and the broad scientific field related to these specific issues (for example, as evidenced by long-term experience managing or promulgating science in the area of interest; presentations in scientific contexts; or substantial publications)
- Knowledge of Suisun Marsh
- Knowledge for developing effective working relationships with diverse interests
- Familiarity within the broad scientific community (invited presentations; history or workshop participation; history of scientific leadership).
- Knowledge of infrastructure constraints for tidal wetland restoration
- Knowledge of public access limitations of tidal and managed wetlands

Work Schedule

The work load is variable and largely unpredictable. In some instances there may be several weeks of work in a row and then nothing for several weeks. The work hours can in some cases be flexible and involve telecommuting.

Supervision

The position would be supervised by appropriate CALFED staff. Contractor will work under the direction of the SFEP's Program Manager. Contractor shall submit monthly reports on progress and completion of deliverables as well as invoices of direct costs, overhead and direct cost expenditures. A summary comparing expenses to the overall budget shall be submitted monthly to the Program Manager.

Attachment 2 - Statement of Work- Technical Science Workgroup

Candidates for a Suisun Marsh Science Technical Science Workgroup would provide scientific advice and guidance to the Suisun Marsh Charter Principals and expert advice necessary to prepare and achieve the goals of the Suisun Marsh Plan.

Qualifications

Candidates for the Technical Science Workgroup must demonstrate specific education, expertise and experience as follows.

Education

MS/PhD/BA/BS Degree in one of the following or related fields: (Biology, Ecology, Geomorphology, Geology, Resource/Wildlife Management, Resource Economics, Aquatic Toxicology, Conservation Biology, Physics)

Expertise:

- Expertise with tidal wetlands, managed wetlands, ecological processes, and estuarine productivity
- Expertise in hydrologic conditions, sediment transport, and salinity regime of estuaries
- Expertise of Endangered and Threatened species
- Expertise in wildlife, aquatic, and botanical species
- Expertise in invasive species
- Expertise in soil conditions of brackish marsh estuaries
- Expertise in vegetation composition of tidal wetlands, including threatened and endangered species

Experience:

- Experience with restoration project development, implementation, and monitoring
- Experience in the design and implementation of wetland restoration
- Experience with project monitoring design and assessment
- Experience with field study of tidal wetlands and managed wetlands
- Experience working with modeling efforts for hydrologic, hydraulic, and geomorphic processes in natural marshes
- Experience working on tidal and non-tidal wetland projects throughout California and the Pacific, ranging in size from less than one acre to several thousand acres and preferably work in the Suisun Marsh
- Experience working with agency staff as evidenced by continued and ongoing relationships with the restoration community

- Recognized record of publication in the peer reviewed scientific literature in the area of expertise requested

In addition, candidates should demonstrate knowledge of the following:

- Knowledge of CALFED Bay-Delta Program, CALFED Science Program, CALFED Ecosystem Restoration Program, and California Bay-Delta Authority
- Knowledge of CEQA/NEPA
- Knowledge concerning wetlands restoration and monitoring in the San Francisco Sacramento San Joaquin Bay-Delta and the broad scientific field related to these specific issues (for example, as evidenced by long-term experience managing or promulgating science in the area of interest; presentations in scientific contexts; or substantial publications)
- Knowledge of Suisun Marsh
- Knowledge for developing effective working relationships with diverse interests
- Familiarity within the broad scientific community (invited presentations; history or workshop participation; history of scientific leadership).
- Knowledge of infrastructure constraints for tidal wetland restoration
- Knowledge of public access limitations of tidal and managed wetlands

Work Schedule

The Suisun Marsh Technical Science Workgroup will meet periodically at the direction of the Suisun Marsh Science Advisor. The work load is variable and largely unpredictable, but will respond to key events in the preparation of the Plan. It is expected that the workgroup will meet no more often than monthly and more likely quarterly, with follow-up individual assignments. The work hours can in some cases be flexible and involve telecommuting.

Supervision

The positions would be supervised by the Suisun Marsh Science Advisor with guidance from appropriate CALFED staff. Contractor will work under the direction of the SFEP's Program Manager. Contractor shall submit monthly reports on progress and completion of deliverables as well as invoices of direct costs, overhead and direct cost expenditures. A summary comparing expenses to the overall budget shall be submitted monthly to the Program Manager.